

Protocol for WACD Issue Committee's Policy Recommendations & Concept Papers



Step 1: Committee Appointments

- WACD officers and directors, in consultation with WSCC, and other partnering agencies appoints the committee members, chairs and vice-chairs, and defines its areas of responsibility including any specific issues to be addressed (committee charter). The issue committee's work on a wide range of recommendations for policies, procedures, rules, budgets and other conservation program delivery needs.

Step 2: Committee Receives Request or Identifies a Need

- Committee receives a request or generates an idea or need for a policy, procedure, operations issue budget, or other recommendation for which a concept paper should be developed.
- Requests can be generated by WACD Officers and Directors, WSCC members and/or staff. Conservation Districts, NRCS, and partner organizations can direct requests for consideration to the WACD Officers and Directors.
- WACD Officers and Directors are notified of the committee's intention to develop a concept paper for a policy, procedure, operations issue, budget or other recommendation. The WACD President and/or Executive Director consider the request, weighs against current priorities, and advises the committee if they should proceed with the concept paper development. If WSCC members are serving on the committee they should be included in this step.

Step 3: Concept Paper Development:

- Committee develops the concept paper using a standard template including the issue or need to be addressed, background information, options, benefits to the people of the state, recommendation(s), estimated budget impacts, stakeholders impacted and their position(s) on the subject, and other information the committee deems important to be included.
- Committee members work on the paper within the committee utilizing members, partners and staff advisors including WSCC staff and WSCC members serving on the committee during this step. Does this mean that WSCC members are not full members. If so, they should be defined as advisors to the committee, as should participants from other agencies. But, having all such as members would be better EXCEPT for the fact that WSCC finally determines fund distributions. So, provided committees don't make funding recommendations all agency reps can serve as regular members.

Step 4: Review by Conservation Districts, WACD, WSCC and Partners:

- Committee distributes concept paper to each Conservation District Manager and Chair, WACD Officers & Directors, WSCC members and staff, partner organizations that are impacted are invited to review, recommend changes and provide comments by a deadline established by the committee.
- Recommended changes and comments are collected and summarized for committee use.
- Concept paper is posted on the WACD website with appropriate access controls.

Step 5: Consideration of Recommended Changes, Responsiveness

Summary

- Concept paper is re-drafted into policy or procedure recommendation(s) and/or issue paper through the consideration of recommended changes, comments and options received.
- Committee prepares a responsiveness summary of comments received, and how they were used in the final draft, along with the options that were considered and the benefits and drawbacks of each option.
- WSCC staff prepares their recommendation(s) for the WSCC Executive Director, and WSCC Members if the intended audience is the WSCC
- Issue paper with responsiveness summary including options considered is distributed to WACD Officers and Directors, WSCC Members and staff, and partner leaders.

- Policy or procedure recommendation(s) and/or issue paper is posted on the WACD website with appropriate access controls.

Step 6: Presentation & Decision

- Presentation of the issue paper to the WACD Officers & Directors by Committee chair or members – request for endorsement and action to forward to the WSCC.
- Presentation to WSCC members by the Committee chair or member, and the WACD President or their designee - if a WSCC decision is needed.